

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	CFAY-FR-07-16
		募集締切日： Closing Date	7 Jan 16
		発行日： Date of Issue	18 Dec 15
1.職種名 Job title (等級 Grade <u>7</u> / 語学等級 LD <u>0</u>) <div style="text-align: center;"> Equipment Maintenance Mechanic, #2055 (エクイップメントメインテナンスメカニック) Acceptable trainee Level (採用可能見習い等級) : 2-6 </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> 事務系 Administrative <input checked="" type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 24px;">1 名</div>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander Fleet Activities, Yokosuka Fleet Readiness Department Recreation Division Special Events Branch 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (___ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 5 days a week (週 5 日制) 勤務時間 Work Hours 0800-1700 (8 hours a day/1 日 8 時間勤務) 休憩 Recess Period 1 hour/day (1 日 1 時間) <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <div style="text-align: center; font-size: 1.2em;">See the attached Task List.</div>			
7.資格要件/身体条件 Qualification/Physical Requirements a. Must have GOJ ordinary vehicle driver's license (AT limited is NOT acceptable), GOJ large-sized special purpose vehicle driver's license, and GOJ certificate of completion of training for forklift operation. b. One year of specialized experience in the related work at 2-6 level. c. Knowledge of customer service concepts and practices. d. Skills in performing various repairs of all Special Event Support equipment and machines. * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 2-6: a. Must have GOJ ordinary vehicle driver's license (AT limited is NOT acceptable), GOJ large-sized special purpose vehicle driver's license, and GOJ certificate of completion of training for forklift operation. b. One year of specialized experience in the related work at 2-5 level. * A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input checked="" type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8. 提出するもの Application and Associated Documents		職務状況 Working Condition								
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input type="checkbox"/> 英語で English <input checked="" type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"</p> <p><input checked="" type="checkbox"/> 日本政府発行の普通自動車運転免許証(A/T 限定不可)の写し、及び大型特殊運転免許証の写し Copy of GOJ ordinary vehicle driver's license (AT limited is NOT acceptable) and GOJ large-sized special purpose driver's license.</p> <p><input checked="" type="checkbox"/> フォークリフト運転技能講習修了証の写し Copy of Certificate of completion of training course for Forklift Operator.</p> <p><input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>		<p>Works on weekends and holidays. Works irregular schedule.</p> <p>週末、祭日、不規則勤務有り</p>								
<p>9. 応募書類提出先 Office to Submit</p> <p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.</p> <p>1. 内部応募者（現 MLC/IHA 従業員）提出先 (米海軍横須賀基地日本人雇用課 (HRO)) : Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <table border="0"> <tr> <td>〒238-0001</td> <td>〒238-0001</td> </tr> <tr> <td>神奈川県横須賀市泊町 1 番地</td> <td>1 Banchi Tomari-cho, Yokosuka</td> </tr> <tr> <td>PSC 473 BOX 22 CNRJ HRO N132</td> <td>PSC 473 BOX 22 CNRJ HRO N132</td> </tr> <tr> <td>内線/Extension 243-8152</td> <td></td> </tr> </table> <p>米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p> <p>2. 外部応募者（非従業員）提出先 : 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) 管理第一係 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730 時 (日本の祭日を除く)。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.</p> <p>Off Base Applicants must submit to: 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section</p>			〒238-0001	〒238-0001	神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka	PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132	内線/Extension 243-8152	
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内線/Extension 243-8152										
<p>10. 事務処理欄 For Official Use</p>										
募集部隊担当 Activity POC: FFR N941		軍電 (DSN) 243-1243								
PD No.: CFAY-N922A-007	PD is accurate and current. Certified by Activity: Ky	HRO: (rcvd: 12/16) js 12/16 kw 12/16								

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

Task List

Equipment Maintenance Mechanic, #2055-7

Modifies, trouble shoots, inspects, adjusts and overhauls mechanical, electronic, and hydraulic amusement equipment, mobile stage truck, air toys, generators, and other various supplies and equipment. Action requires on site and shop type repairs.

Operates a 4-ton capacity, stick shift, truck with hydraulic and/or electronic lift gate; 6-ton, or higher, forklift to deliver/pick up equipment to various locations for events and/or contracts both on and off base, including any of the U.S. Military installations in the Kanto Plain.

Reads maps and layouts, contracts, and other work order and internal documents in English; able to execute as indicated. Sets up MWR tents, tables, chairs, air toys, and any other equipment associated with events sponsored by MWR. Sets up Special Event Support equipment for other official events such as Change of Command Ceremony, all hands calls, etc. for all Ship & Shore Commands, civilian organizations, and individuals aboard Fleet Activities Yokosuka who are requesting service. Physically maintains and repairs all Special Event Support equipment.

Diagnoses the defect in the various assets and amusement equipment by inspection, by disassembling the impacted mechanisms and examining the moving parts or other mechanisms, or by working the machine and listening for any unusual sounds. If machine or asset is out of adjustment, or in need of other repairs, execute needed repairs, adjustments, calibration, tightens, loosens, sets and adjusts using hand tools. If machine or asset has broken or defective parts, removes the part and performs needed repairs in the shop and communicates the equipment is out of operations until repairs are completed.

Makes recommendations of stock level for parts to supervisor. Ensures adequate rotation of all assets to ensure even use. Maintains inventory levels and reviews usage tracking logs with supervisor to ensure adequate recapitalization and inventory updates.

Perform other related or incidental duties as assigned.